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UNCLASSIFIED USE	ENNAL		[CONFIDENTIAL X SEC	R		
	ROUTIN	G AND	RECOR	D SHEET			
SUBJECT: (Optional)							
FROM: Executive Secretary, CSP/ORD		EXTENSION	DATE 10 January 1972				
TO: (Officer designation, room number, and DATE							
ouilding)	RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show fro to whom. Draw a line across column after each c			
1.			<i>'</i>				
AO/ORD				Please find attached FMSAC			
2.				material discussed in ORD Care Service Panel Meeting on 10 January 1972.	e1		
3.				Special Note			
4.			!	It is requested that you tr this material on an "EYES ONLY basis for discussion with ORD	ea		
5.				CSP members only. This materi is not to be discussed with FMSAC personnel.	a.		
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7.				(1) Sent to all CSP members			
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FMSAC Personnel Material

Attachments:

- 1. FMSAC Career Development Plan
- 2. FMSAC CSP Evaluation System
- 3. FMSAC Sample Work Sheet Comparison of Personnel as a Group
- 4. FMSAC Sample Work Sheet Grade Group Chart submitted by Supervisor
- 5. FMSAC 10 Year Staffing Projection
- 6. FMSAC Projected Professional Losses During FY 71-80
- 7. FMSAC Projected Cumulative Promotional Headroom during FY 71-80
- 8. FMSAC Promotion Readiness of Professionals during FY 71-80
- 9. Summary of FMSAC Projessional Headroom, Promotional Readiness and Difference 1971-1980
- 10. FMSAC Immediate Corrective Actions Plan
- 11. FMSAC Long-Range Career
- 12. FMSAC Ten Year Personnel Career Planning Program Time in Grade Considerations (11 Mar 71)
- 13. FMSAC Ten Year Personnel Career Planning Program (19 Mar 71)
- 14. FMSAC Ten Year Personnel Career Planning Program (9 Mar 71)
- 15. FMSAC's Situation Report Concerning Professional Personnel in the 1970s
- 16. Formation of FMSAC Career Service Panel Advisory Group (13 Sept 71)
- 17. Performance Appraisal FMSAC (17 Sept 71)

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FMSAC CAREER DEVELOPMENT PLAN

I. CAREER SERVICE PANEL ESTABLISHED NEW PROCEDURES AND EVALUATED ALL PERSONNEL GS-8 TO GS-14.

II. CSP PROJECTED OFFICE STAFFING REQUIREMENTS AND HEADROOM FOR 1970'S.

III. CSP ESTABLISHED PROGRAM TO RESOLVE THE IDENTIFIED PROBLEMS.

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FMSAC CSP EVALUATION SYSTEM

- A. CSP EVALUATION IS SEPARATE FROM AND DIFFERENT THAN FITNESS REPORT.
- B. ALL PROFESSIONALS LISTED IN ONE OF SEVEN GRADE GROUPS (GS-8 TO GS-14) WITH PERSONNEL ASSIGNED TO APPROPRIATE GROUP IF IN THAT GRADE AT LEAST SIX MONTHS.
- C. ALL PERSONNEL IN A GROUP ARE RANKED USING A "PAIRED COMPARISON" METHOD, I.E. EACH PERSON IN GROUP IS COMPARED WITH EACH OTHER PERSON IN SAME GROUP.
- D. EACH PROFESSIONAL IS IDENTIFIED AS "COMER", "AVERAGE", "BELOW AVERAGE", OR "GOER".
- E. THE TOP GRADE POTENTIAL OF EACH PROFESSIONAL IS ESTIMATED.



		GRADE: GROUP			
	CSP RANKING	C, A, BA, G	TOP C	GRADE	POTENTIAL
1.					
2.					
3.					
4.		. •			
5.					
6.			-		•
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.	•				
15.		•			
16.					
17.					

PLEASE: (1) CATEGORIZE EACH PERSON AS "COMER", "AVERAGE", "BELOW AVERAGE", OR "GOER"; RECORD YOUR JUDGMENT AS TO THE TOP GRADE POTENTIAL FOR EACH INDIVIDUAL; (3) RECORD AT END OF THIS STATEMENT, FOR THIS ENTIRE GRADE GROUP, WHAT YOU BELIEVE AVERAGE TIME IN GRADE SHOULD BE FOR ONLY THE CATEGORIES C, A, AND BA (PRESUMING A "GOER" WOULD NOT BE CONSIDERED FOR PROMOTION):

MONTHS FOR "C";

MONTHS FOR "A" AND

MONTHS FOR "BA".

DATA PROVIDED IN YOUR CSP NOTEBOOK ON AVERAGE AGENCY,
DIRECTORATE AND FMSAC TIMES-IN-GRADE MAY BE OF VALUE IN THIS
EXERCISE. FOR THIS GRADE GROUPING MONTHS HAS BEEN ESTABLISHED AS THE MINIMUM TIME IN GRADE BEFORE A RECOMMENDATION
FOR PROMOTION WOULD BE CONSIDERED BY THE FMSAC CAREER SERVICE
PANET.

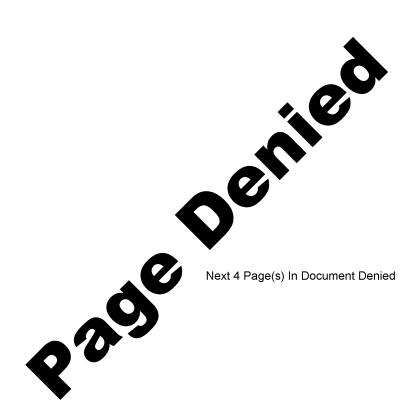
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FMSAC TEN-YEAR STAFFING PROJECTION

- 1. PROJECTED PROFESSIONAL LOSSES DURING FY 71 FY 80.
- 2. PROJECTED CUMULATIVE PROMOTIONAL HEADROOM DURING FY 71 FY 80.
- 3. PROJECTED PROMOTIONAL READINESS OF PROFESSIONALS DURING FY 71 FY 80.



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LONG RANGE CAREER DEVELOPMENT PLANNING ACTIONS

- 1. ESTABLISHED PANEL ADVISORY GROUP
 - a. COMPRISED OF TWO MEMBERS, GS-13 AND BELOW, FROM EACH DIVISION AND TWO MEMBERS FROM MANAGEMENT SUPPORT.
 - b. FUNCTION OF GROUP IS TO IMPROVE COMMUNICATION BETWEEN CSP AND ALL NON-SUPERVISORY PERSONNEL.
- 2. RECONSIDER TIME IN GRADE PROMOTION CRITERIA.
 - 3. CONSIDER AND ADOPT A TRULY COMPETITIVE EVALUATION SYSTEM.
 - 4. ESTABLISH THE YEARLY INPUT LEVEL OF JUNIOR OFFICERS TO OFFSET THE ANTICIPATED GAP IN GS-11 LEVEL IN FY 1976-1980.
 - 5. CONSIDERATION OF JOB ROTATION AND TRAINING NEEDS OF JUNIOR PERSONNEL.
 - 6. CONSIDER ACTION TO BE TAKEN OR RECOMMENDED FOR EMPLOYEES IDENTIFIED AS "GOERS", I.E. DOWNGRADING, INITIATION OF SELECTION OUT PROCEDURES, ETC.